

Microsoft Excel for Beginners

A Step-by-Step Guide to Mastering the Basics

Practice Lesson 8

Printing and Page Layout



Microsoft Excel for Beginners

Practice Lesson 8: Printing and Page Layout

	A	B	C	D	E	F	G	H	I
1									
2									
3		Fred's Fish Market							
4									
5		Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
6	Year 1					\$ -	#DIV/0!	\$ -	\$ -
7	Year 2					\$ -	#DIV/0!		
8	Year 3					\$ -	#DIV/0!		
9	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
10									
11									
12									
13									

Step 1

Open the file you saved from
Practice Lesson 7.



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Print

Copies: 1

Print

Canon MG6100 (Florida)
Toner Low

[Printer Properties](#)

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Print One Sided
Only print on one side of the page

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter 8.5"x11" 22x28cm
8.5" x 11"

Fred's Fish Market

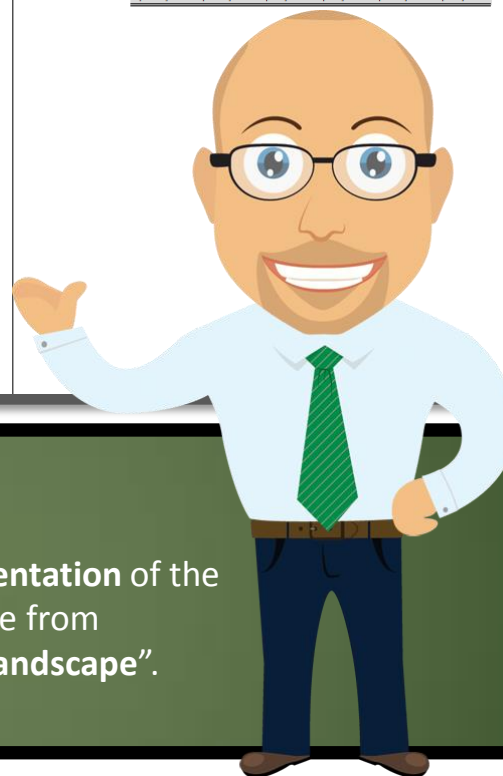
	Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000	\$ 140,500	\$ 35,125	\$ 45,000	\$ 25,000
Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$ 109,450	\$ 27,363		
Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 33,750	\$ 124,800	\$ 31,200		
Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,750	\$ 289,000	\$ 96,333		

Step 3

Click "File, Print" to see how your worksheet will look on the printed page.

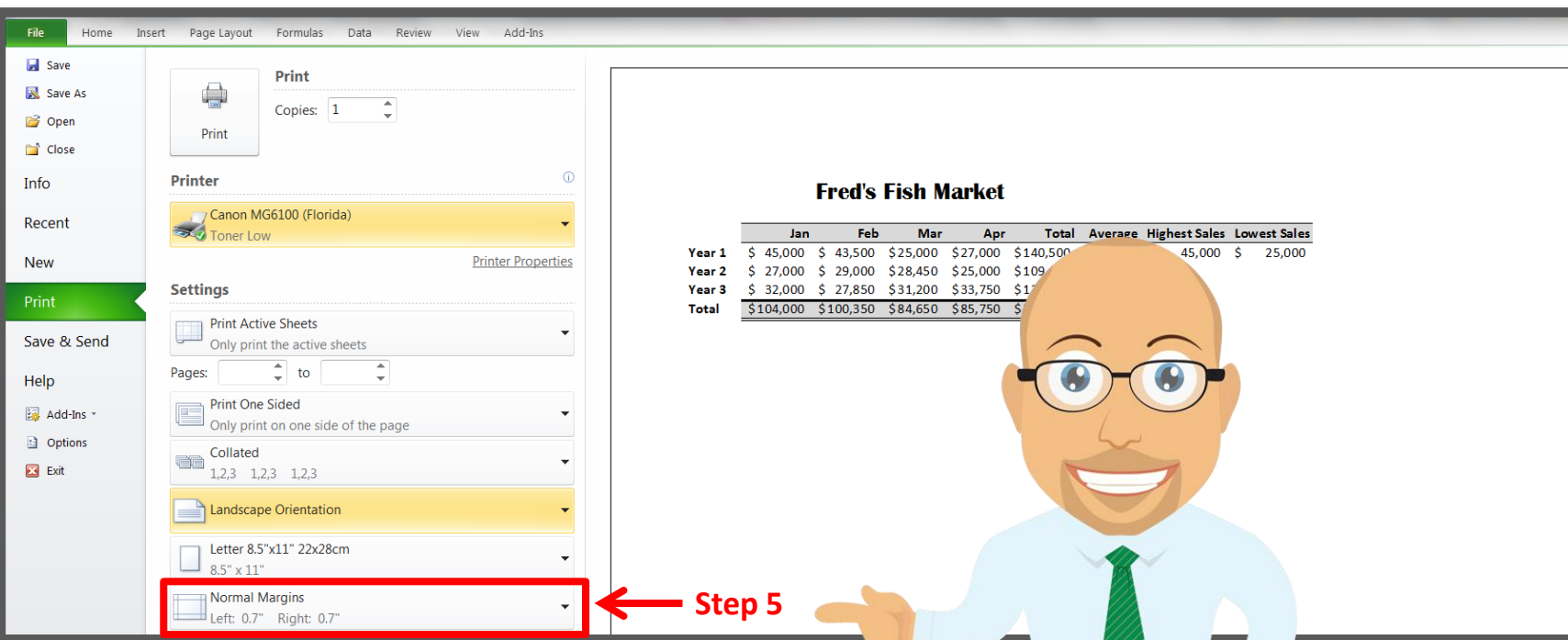
Step 4

Change the **Orientation** of the data on the page from "Portrait" to "Landscape".



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The screenshot shows the Microsoft Excel interface with the **Page Layout** tab selected. In the **Print** section, the **Printer** is set to **Canon MG6100 (Florida)** and **Copies** is set to **1**. Under **Settings**, the **Print Active Sheets** option is selected. The **Pages** range is set to **1 to 1**. The **Print One Sided** option is selected. The **Collated** option is selected. The **Landscape Orientation** option is selected. The **Letter 8.5"x11" 22x28cm** option is selected. The **Normal Margins** option is highlighted with a red box and a red arrow pointing to it, labeled **Step 5**. The **Normal Margins** option shows **Left: 0.7" Right: 0.7"**.

The spreadsheet data for **Fred's Fish Market** is as follows:

	Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000	\$ 140,500		45,000	\$ 25,000
Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$ 109,450			
Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 33,750	\$ 124,800			
Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,750	\$ 374,750			

Step 5

Change the **Margins** to the **"Narrow"** option.



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Step 6 → [Page Setup](#)

Page Setup

Margins

Top: 0.75 Header: 0.3

Left: 0.7 Right: 0

Bottom: 0.75

Center on page

☒ Horizontally

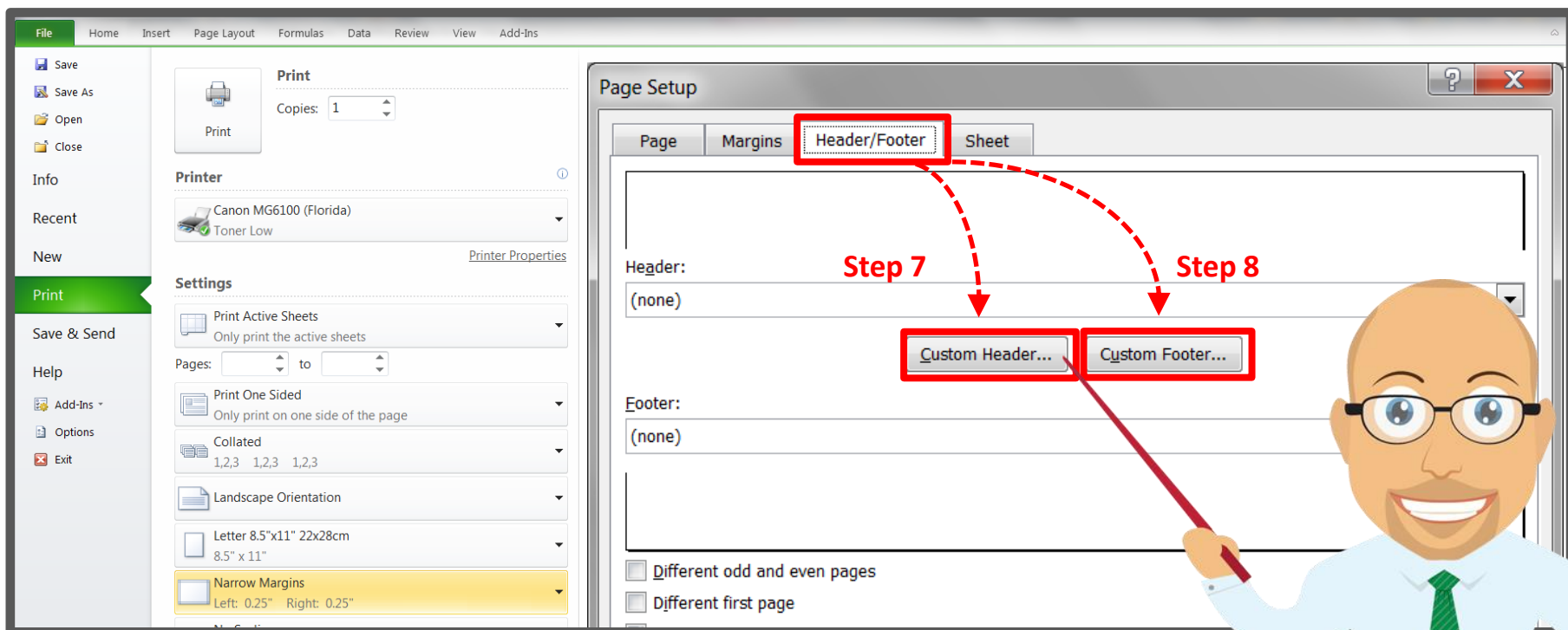
☐ Vertically

Using **Page Setup**, center the data in your worksheet **Horizontally** on the page.



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Step 7

Add a **Header** in the upper right corner of your worksheet that says “Page x of y” – substituting “x” and “y” for page numbers”.

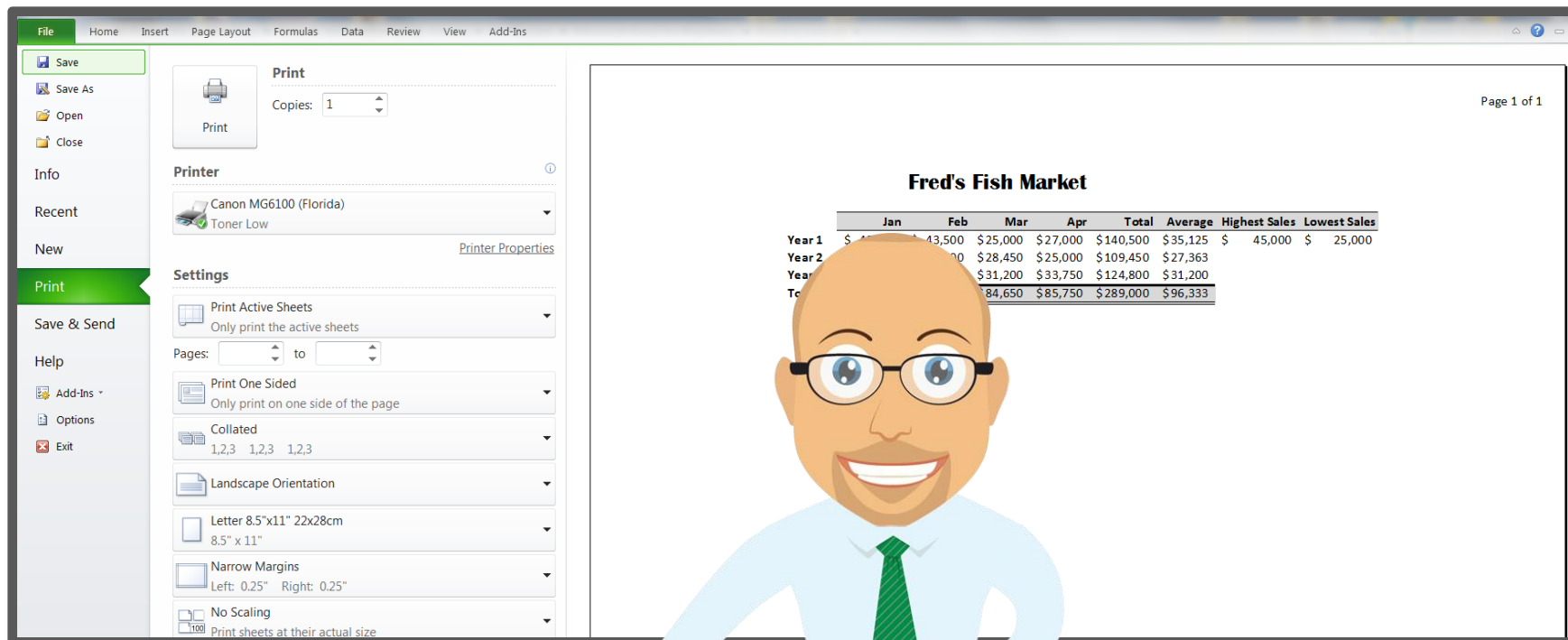
Step 8

Add a **Footer** in the lower right corner of your worksheet that says “Printed on: [today’s date]”.



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The screenshot shows the Microsoft Excel interface with the **Print** dialog box open. The **Print** section shows 'Copies: 1'. The **Printer** section shows 'Canon MG6100 (Florida)' with a 'Toner Low' warning. The **Settings** section includes 'Print Active Sheets', 'Pages: 1 to 1', 'Print One Sided', 'Collated', 'Landscape Orientation', 'Letter 8.5"x11" 22x28cm', 'Narrow Margins', and 'No Scaling'. The worksheet in the background is titled 'Fred's Fish Market' and contains a table with sales data.

	Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
Year 1	\$140,500	\$43,500	\$25,000	\$27,000	\$140,500	\$35,125	\$45,000	\$25,000
Year 2	\$28,450	\$25,000	\$109,450	\$27,363				
Year 3	\$31,200	\$33,750	\$124,800	\$31,200				
Total	\$84,650	\$85,750	\$289,000	\$96,333				

Step 9

Save your worksheet with the following name: **Practice Lesson 8**

